



JOB ADVERTISEMENT INTERNAL/EXTERNAL

Concern Worldwide is a nongovernmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. In Sierra Leone Concern Worldwide programmes focus on health, education and livelihood improvements in the framework of addressing challenges in relation to lack of (or low return on) assets, inequality and risk and vulnerability. Concern Worldwide has been operational in Sierra Leone since 1996. Programme implementation is based in two areas, namely Tonkolili District and urban and peri-urban areas in Freetown and the surrounding the Western Area.

Concern World Wide will be extending its operations in the Port Loko District in the area of health (saving lives) and education (EAGER – Project) On this note, Concern would like to invite well experienced and professional applicants for the under mentioned position:

1. POSITION:	Base Manager
• DURATION OF EMPLOYMENT:	One Year with possibility of extension
• DUTY STATION:	Port Loko
• NUMBER OF POST:	1
• ANNUAL BASIC SALARY RANGE BETWEEN:	SLL 83,237,608.65 to SLL 118,312,618.91

2. JOB PURPOSE

This is a replacement role, the post holder will provide day to day support to the implementation of the Base by ensuring that the systems (logistics, administration, HR and finance) are functioning in accordance to the needs of the programme.

3. SPECIFIC ROLES AND RESPONSIBILITIES

Logistics, Finance and Administration:

- With support from the Area Coordinator and Systems Coordinator, to ensure that the Port Loko programme and office implements and maintains standard Concern systems and best practice for logistics, administration, finance and HR functions;
- To liaise with the Magburaka office to ensure efficient and timely systems support and collaboration necessary to implement the programme
- Develop accurate transport and administration budgets for donor proposals and as part of Concern’s annual budget processes
- Manage transport and administration expenditure and budgets
- Oversee finance function to ensure that all spending is in line with Concern financial procedures and Donor requirements
- In collaboration with programme managers, ensure that cash forecast and cash request is submitted on time to ensure timely transfer of funds.
- Oversee the fleet management function to ensure transport procedures are followed in relation to transport reports, movement planning and vehicle servicing
- Oversee the management of the Logistics function to ensure Concern’s assets are correctly managed; adherence to donations-in-kind paperwork procedure; efficient management of Concern warehouses and stores
- Advise on distributions of relief items to beneficiaries and ensure that they are in line with Sphere standards and donor requirements
- Oversee the on-going maintenance and running of Concern premises in Port Loko (office, residence and stores) ensuring that adequate supplies, staffing and support systems are in place.
- Oversee the compilation and submission of monthly and quarterly logistics reports to the Logistics Freetown office with copy to Magburaka office;
- Liaise with UN agencies like UNICEF, WFP, UNHCR, Logistics Cluster and other UN agencies and Cluster leaders, co-leaders or other relevant government departments and authorities

- Participate in interagency logistics meetings as applicable and provide timely reports to the Area Coordinator and the Systems Coordinator.
- In close coordination with the Area Coordinator and the Systems Coordinator provide logistics support to the Magburaka and Freetown Concern offices

PROCUREMENT MANAGEMENT

- In collaboration with Systems Coordinator, develop the implementation of supply policies and procedures as per the Concern Worldwide procurement manual
- Work with the programme teams and the Area Coordinator Magburaka to develop realistic annual procurement plans and ensure that these are maintained, adhered to, and regularly updated
- Preparing supply framework agreement with identified suppliers
- Assist in developing an efficient and effective supply chain with the aim of reducing operational cost and keep database of suppliers and prices of frequently needed goods and services
- Ensure all Concern staff are trained in order-planning and are aware of the procurement procedures and inform staff about each revision

HUMAN RESOURCES MANAGEMENT

- Provide management oversight to the Programs, Logistics, finance and Admin/HR staff;
- Provide training to relevant staff on Concern's logistics systems and ensure standards of transparency and accountability are in line with Concern policy and donor requirements. In particular work closely with logistics staff to build their capacities
- Adhere fully to the commitments and rules laid out in the Programme Participant Protection Policy (P4) and Code of Conduct, including respecting confidentiality.
- Report to the appropriate manager, all violations of the P4 or CoC, this is a mandatory duty of all staff.
- Assist with planning and identification of staffing needs
- Advise on career planning of systems staff
- Ensure that the Performance Development Reviews (PDR's) of base staff is done in a timely and proper manner.
- Advise on and monitor the implementation of Concern's HR policy and procedures with respect to both international and national personnel.
- Assist in recruitments (as required), train and develop national systems staff (logistics, HR, admin etc.)
- Ensure staff records of staff in Port Loko Office are up to date, and regular staffing updates are provided to the SC and AC in Magburaka, advising on replacement needs, extensions, terminations, holidays, R & R etc.

COMMUNICATIONS AND IT SYSTEMS SUPPORT:

- In liaison with and support of the National IT officer, ensure that computer and communication needs of the staff are met and that relevant operating protocols are adhered to;
- Ensure that all communications equipment is operational, used in line with communication policies and that requisite training is provided to staff on usage protocols.
- In conjunction with the National IT officer and programme management staff, ensure the training of all relevant programme staff in the use and maintenance of communications and IT equipment.
- Assess maintenance requirements of communication equipment and provide recommendations; assist in the development of communication guidelines for the country program

SECURITY MANAGEMENT :

- Performing security management tasks as delegated by Area Coordinator Magburaka and Systems Coordinator. Ensure that relevant standard operation procedures (SOP's) are up to date and adhered to
- In Collaboration with AC/SC you will set-up Port Loko Security Focal Group Ensure all staff and visitors are briefed on the SMP (Security Management Plans) and SOPs and are fully aware of their duties and responsibilities related to security.
- Ensure that residences, offices and vehicles have a list of goods and equipment required in case of emergency;
- Update emergency and medical contact list on a regular basis and take part in security coordination meetings of Port Loko.
- Follow up incident reporting (safety & security incidents) in Port Loko and its environs and compile reports and submit to the AC/SC.

EDUCATION, QUALIFICATIONS & EXPERIENCE REQUIRED:

- A degree in Logistics, Business Administration or Management
- Training or qualifications in logistics systems, stock control, store management, supply chain management and/or business administration
- Security training
- A minimum of 5 years of logistics and admin experience with an International NGO with at least 3 years' experience at Base manager level
- Experience in emergency response program and setting up emergency logistics operations

DESIRABLE:

- Training in HR management
- Some programme experience to understand, and prioritize programme needs and effectively support the Managers of programmes

SPECIAL SKILLS, APTITUDE OR PERSONALITY REQUIREMENTS:

- Experience of working in insecure environments and knowledge of security management systems and approaches for NGO's
- Appropriate skills and experience in the capacity building and training of staff and of developing and implementing systems;
- Knowledge of communications systems, IT, procurement, stock control and transportation systems;
- Demonstrable experience in supervising, managing/coaching and training others (people management);
- Demonstrable experience on setting-up of logistical systems and related administrative procedures (preferred knowledge of international ordering procedures and documents i.e. cargo manifests, warehouse management skills, good understanding of in-country custom clearing procedures and supply line to projects from capital, ability to design air, water or land logistical systems);
- Proven experience in the following areas: electricity, ICT, supply, communication HF and VHF communication system
- Ability and willingness to travel, including to insecure environments;
- Strong computer skills in Microsoft packages, including Word, Excel, and Outlook
- Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions
- Familiarity with IT equipment and security issues; familiarity with humanitarian law and principles of humanitarian action (international code of conduct and humanitarian charter), familiarity with Sphere Guidelines and People in Aid Code of Best Practice.
- Fluent spoken and written English.
- Possessing a driver's license could be an advantage

INTERNAL AND EXTERNAL COMMUNICATION AND LIAISON:

- Communicating and monitoring policy and procedures updates from Freetown for all staff to Field Offices
- Maintain good working relations with the local public administration and service providers and ensure Concern's credibility is maintained at all times
- In conjunction with the Area Coordinator, ensure regular staff meetings to provide the forum for staff all to be updated on project and opportunity for staff to discuss other issues pertaining to work and ensure minutes of meetings are done

HEALTH, SAFETY AND SECURITY MANAGEMENT:

- Ensuring Concern's and legislative health and safety standards are compiled with
- Ensure general Compound security as per guidance and the Security Management Plan
- Provide every staff with emergency contact details
- Establish an ID card and screening system for visitors to the Office
- Ensure adequate security for all Concern assets

STAFF MANAGEMENT:

- Supervise the staff in the respective districts in accordance with Concern Worldwide HR policies and local law.

BUDGET OVERSIGHT

- Monitor the Concern Worldwide district operational support budget in the respective district under the supervision and guidance of the Programme coordinator.
- Provide support and oversight to the DMO on operational fund in the district under the supervision and guidance of the Project coordinator.
- Provide oversight and guidance to the Hospital Operations Mentor to support planning and management of hospital operational support
- Provide support – technical and management – to the DMOs for accessing flexible funding available for the district.
- Ensure that the district resources are used effectively and transparently on prioritized RMNCAH activities
- Support good quality district applications for the innovation fund under the programme for the district
- Review Budget-vs-Actual, financial reports, and spending plans under the supervision and guidance of the Programme coordinator.
- Promptly respond to all budget-related inquiries.
- Any other duties as maybe required

HIV & AIDS

- Concern Sierra Leone is committed to respond to HIV & AIDS and to a supportive working environment for those infected or affected. Each staff member is required to contribute to achieving this commitment by:
- Raising awareness and being updated on HIV & AIDS issues
- Protecting him/herself and colleagues
- Sharing information with colleagues and avoiding stigma and discrimination

GENDER

- Concern Worldwide in Sierra Leone recognizes that the establishment of equality of opportunity between men and women is fundamental to both the achievement of fairness and to poverty elimination.
- Therefore, each staff member of Concern is expected to be sensitive to equality issues in their relationships with colleagues and in their work and to participate in implementation of gender mainstreaming plans, both at the workplace and in programmes

OTHER

- Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and Sierra Leone Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

SAFEGUARDING AT CONCERN - CODE OF CONDUCT AND ITS ASSOCIATED POLICIES

*Concern has an organizational **Code of Conduct (CCoC)** with **three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organization to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.***

HOW TO APPLY

Interested candidates should apply with:

- An application letter clearly justifying how you meet the selection criteria.
- Recent Curriculum Vitae including names and full contact addresses of three (3) referees, one of whom must be their current or most recent employer. Candidates must state the position of each referee and his/her relationship to the candidate.
- A copy of a valid labour card must be attached to ALL applications (written or electronic)
- **Police Clearance will be required from the successful candidate**

Applications should be either sent through email or by hard copy to the following addresses.

You can send through email to info.sl@concern.net OR deliver in Hard copy to the below locations

The HR Department, Concern Worldwide, 20 Old Railway Line - Signal Hill, Freetown

The HR Department, Concern Worldwide, 2B Shamel Street, Magburaka, Tonkolili.

2 New London Avenue, Off Sheriff Street, Port Loko by Advocacy Radio – Port Loko

Please mark your application as per the references stated in each position above
(by email please put the reference in the SUBJECT heading).

Closing date for receipt of applications for the above vacancy is on the 1st April, 2020

This recruitment process is subject to donor approval and funding.

Therefore Concern reserves the right to cancel the process based on this reason.

Only short listed candidates will be contacted.

PLEASE NOTE THAT A COPY OF THE APPLICATION LETTER (written or typed) MUST BE SENT TO THE NGO DESK OFFICER, MINISTRY OF LABOUR, NEW ENGLAND OR EMAILED TO Email: abubakarsilliah1@gmail.com

***PLEASE NOTE: "WOMEN ARE STRONGLY ENCOURAGED TO APPLY"**